



INSTRUCTIONS FOR COMPLETION OF LEAD PERMIT APPLICATION AND NOTIFICATION FORM

PREPARATION: All information pertinent to the removal, renovation must be completed by the licensed contractor and submitted with applicable permit fees to:

**VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY
LEAD PROGRAM
POWERS-TAYLOR BUILDING
13 SOUTH THIRTEENTH STREET
RICHMOND VA 23219**

SECTION 1: "TYPE OF NOTIFICATION" - Indicate the type of notification, i.e., Original, Amended, or Canceled.

SECTION 2: "FACILITY INFORMATION" - COMPLETELY FILL OUT all of the applicable information for the OWNER, REMOVAL CONTRACTOR, AND ANY OTHER CONTRACTOR that will be working on the site.

Where demolition of the facility immediately follows the removal of lead the demolition contractor **MUST SUBMIT A DEMOLITION NOTIFICATION AS REQUIRED BY EPA**. The Asbestos Demolition/Notification form is used for this requirement.

Other Operator will include those acting as agents for or representatives of the owner of the facility (i.e., architect, general contractor, engineering consulting firm), complete the name of the operator, the operator's mailing address including box number, street, city, state, zip code, telephone number, and contact person.

****FEDERAL EMPLOYER IDENTIFICATION NUMBER FOR THE REMOVAL CONTRACTOR MUST BE ENTERED.**

SECTION 3: "TYPE OF OPERATION" - Indicate the type of operation, i.e., RENOVATION, EMERGENCY RENOVATION, or ENCAPSULATE.

SECTION 4: "IS LEAD PRESENT" - Check the appropriate box.

SECTION 5: "FACILITY DESCRIPTION" - Complete the building name of the facility to be renovated, the physical address including street number, street name, city, state, and county. Site location should include the building number, floor number, and room number(s). Complete building size in square feet, number of floors in the building, the age of the building, and its present and prior use.

SECTION 6: "SCHEDULED DATES: REMOVAL" - Complete the removal start date and finish date. Removal

includes any activity, such as site preparation that would break up, dislodge, or similarly disturb lead in a demolition/renovation.

"REMOVAL TIMES" - Complete the weekdays, weekends, and the work shift hours that the lead removal will be occurring.

SECTION 7: "PROCEDURE, INCLUDING ANALYTICAL METHOD, USED TO DETECT THE PRESENCE OF LEAD" - List analytical methods used for survey sample analysis. Enter the name of the inspector conducting the survey and his/her Virginia Inspector license number. Copy of survey may be attached.

SECTION 8: "APPROXIMATE AMOUNT OF LEAD CONTAINING MATERIAL REMOVED" - Completely fill out all applicable information related to the project:

SECTION 9: "APPROXIMATE AMOUNT OF LEAD NOT TO BE REMOVED" - Estimate the approximate amount of lead in the affected area of the facility that will not be removed.

SECTION 10: "DESCRIPTION OF PLANNED RENOVATION WORK AND METHOD(S) TO BE USED" - Description of planned renovation work to be performed and method(s) to be employed, renovation techniques to be used and description of the affected facility components.

SECTION 11: "DESCRIPTION OF WORK PRACTICES AND ENGINEERING CONTROLS TO BE USED TO PREVENT EMISSIONS LEAD AT THE RENOVATION SITE" - Description of work practices and engineering controls to be used to comply with the requirements of Virginia Occupational Safety and Health Regulation 1926.62 including lead removal and waste-handling emission control procedures.

SECTION 12: "WASTE TRANSPORTERS" - Complete all requested information. Note: Waste Transporter #1 is the entity that removes the lead off the removal site.

SECTION 13: "WASTE DISPOSAL SITE" - Complete all requested information.

SECTION 14: "FOR EMERGENCY RENOVATIONS" - Complete all requested information and describe the sudden, unexpected event that necessitated the renovation and explain what caused the unsafe conditions or would cause equipment damage.

SECTION 15: "DESCRIPTION OF PROCEDURES TO BE FOLLOWED IN THE EVENT THAT UNEXPECTED LEAD IS FOUND" - Describe the procedure to be followed in the event that unexpected lead is found.

SECTION 16: "LIST THE NAMES AND THE LICENSE NUMBERS OF THE COMPONENT PERSONS: SUPERVISOR, PROJECT MONITOR, PROJECT DESIGNER, AND THE LABORATORY" - Signature of the owner/operator certifies that these persons either will be on site or were utilized in designing or performing the analysis of samples taken during the initial survey or during the performance of the demolition and/or renovation in accordance with Title 54.1-500 of the Code of Virginia.

SECTION 17: "CERTIFICATION OF ACCURACY" - Signature of owner/operator certifying the accuracy of the information submitted in the permit application/notification and that Virginia accredited personnel are being used on this project.

SECTION 18: "AMOUNT OF LEAD PROJECT FEE SUBMITTED" - Enter the appropriate permit fee to be submitted in accordance with Section 16 VAC 25-35-30.C.1. of the Regulation Concerning Certified Lead Contractor Notification, Lead Project Permits and Permit Fees. Attach a check or money order for the appropriate fees due. The notification must be mailed by certified mail, commercial carrier, or hand delivered.

Checks should be made payable to:

VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY.

Fees may be paid by credit card using the following procedures:

CREDIT CARD TYPE: Mark the type of credit card to be used. Only VISA and MasterCard are accepted.

CARD #: Enter the Credit Card Number.

EXPIRATION DATE: Enter the expiration date of the credit card being used

AUTHORIZED SIGNATURE: Signature of individual authorized to use the credit card.

NOTE: All the information requested on the notification form is required and if any Project information is omitted from the form it will be considered as incomplete and the twenty day notification period will not begin until a complete notification is received by the Department of Labor and Industry. It is the responsibility of the owner/operator to supply all requested information.